Home Book Library™

for Commodore 64
and Commodore 128 (40 & 80 columns)

from Keystone Software

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Chapter 1

Starting Out

Getting Ready

You will be creating a Book List in just a few minutes, but first you must make a back up copy of the program and format a data disk.

Make Working Copies

If you are using a Floppy system, you will need a copy program to make a working copy of the Home Book Library™ program disk. If your working copy is lost or damaged, you can always recreate replacements.

Loading the program

Loading from floppy

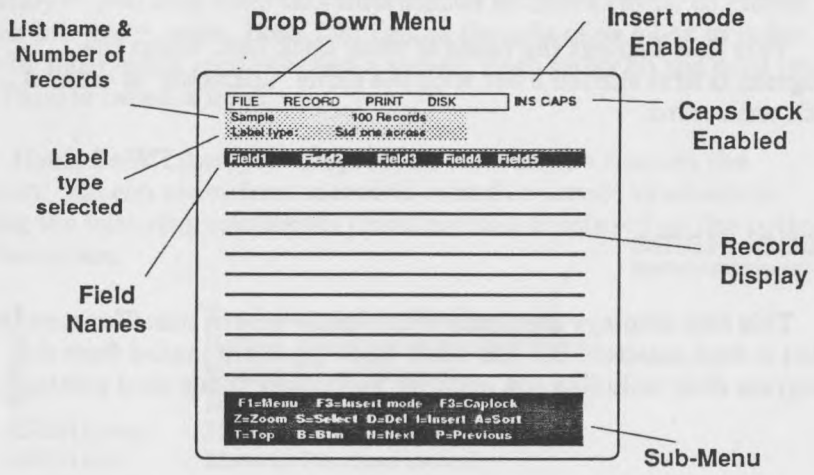
1) Place your program disk into drive 8.
2) For Commodore 64, enter **Load "*" , 8** and press RETURN. After READY is displayed on the screen, type RUN and press RETURN.
3) For the Commodore 128- Press the RESET button.

IMPORTANT NOTE: After 5 minutes of non-use the screen will change to all gray. Do not be alarmed. This is a screen saver feature. Press any key and the screen will be restored.

Chapter 2

Main Screen

The figure below shows the elements of the main screen. Actually, this is the only screen you will see. All other functions, such as printing and record entry will be from drop down menus and entry windows.



Drop Down Menus

Drop down menus allow you complete control of the program without remembering codes or constantly referring back to this manual.

The following keys control the menus:

F1	- Display Drop Down Menu
CRSR Right	- Display Next Menu
CRSR Left	- Display Previous Menu
CRSR Down	- Highlight Next Menu entry
CRSR Up	- Highlight Previous entry
RETURN	- Execute the selection
BACK ARROW (or ESC)	- Escape - Return to Main Screen

The four menus are:

File - Disk file control - including loading and saving book lists and porting.

Record - Record control such as adding, deleting or changing records.

Print - Print records, select printer

Disk - Allows you to view all files on a disk and send disk commands (such as formatting a disk).

Book List name/number of records

This line displays the name of your Book List. When the program is first started a list with the name "unknown" is created with one record.

Label Name

This line displays the name of the label type in use. The standard label is first selected. All the other label types are loaded from the program disk including list printout and rotary index card printing.

Bottom Screen Help Menu

The program recognizes a few keyboard key commands that bypass the selection process of the Drop Down Menu. For example: Pressing **B** will take you to the bottom of your Book List very quickly, **T** will take you to the first record. Some of these quick key commands are displayed at the bottom of the screen.

Chapter 3

Your Book List

What is a Book List? A Book List is a list of Titles, Authors and other information that you want to keep about your books.

If you're not using a computer program such as Home Book Library™, you may keep this information on index cards. In Home Book Library™ your Book List can be thought of as a box of index cards. Each index card is called a record. Each entry on the card (such as Title) is called a field.

Home Book Library™ displays 15 records at a time on the screen. You can move from record to record or screen to screen by using the following commands (most are also displayed on the bottom of the screen.

T	- Top brings you to the first record.
B	- Bottom takes you to the last record
N	- Display Next 15 records
P	- Display Previous 15 records.
CRSR Down	- Move to Next record
CRSR Up	- Move to Previous record
CRSR Right	- Move to Next field
CRSR Left	- Move to Previous field
>	- Increase Field Screen Display
<	- Decrease Field Screen Display

Other quick key commands can be used as follows:

CTRL **D**	- Delete record (unconditional)
D	- Delete record
I	- Insert record
S	- Select/ Unselect record
F	- Find next record
A	- Arrange (sort) records
Z (zoom)	- Display whole record (RETURN can also be used)
C= **P**	- Print one label
C= **T**	- Print a test label
C= **A**	- Advance a label
C= **X**	- Print multiple labels

Note: these features are discussed in more detail in coming chapters.

Record Fields

Title

Book Title—You can enter the title of your book in this field. A maximum of 28 characters is allowed

Author

This field contains the author of the book. A maximum of 28 characters can be used.

Type

This field contains the subject matter or type of book. Example: *Mystery*. This field is assigned 10 character positions.

Date

This field contains the date when the book was published. Six characters are allowed for this field.

Publisher

This field contains the name of the publisher. Twenty eight characters are allowed for this field.

ISBN

The ISBN number can be saved in this field if needed. Thirteen character positions are available.

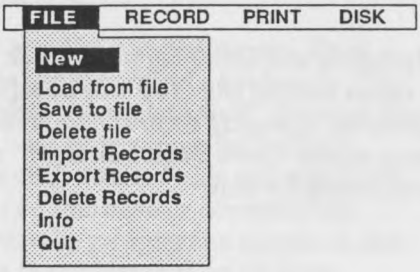
Misc1, Misc2 & Misc 3

These fields can be used for whatever purpose you wish. Misc 1 thru 3 will not be printed on the standard label, they will be printed on the list or on rotary index cards. If you wish these fields to print you will have to create or change existing label designs using *Label Maker*™ as described later in this manual. These fields have a maximum of 28 characters each.

Note: There is a sample list on the disk that you can use for practice.

Creating a Book List

When you first loaded the program. a list was automatically created. It had one record and the name was "untitled". At this point you can start adding records. To create a new list at any time, select **NEW** from the **FILE** Drop Down Menu. The list is created in your computer's memory. If you turn off the power to your computer without first saving a copy to your disk, **your list will be lost forever!**



Saving your Book List

To save a copy of your list, select **Save to File** from the **FILE** Drop Down Menu. You then select the disk and type in the file name. If a file with the same name is already on the disk, you will have to change the name or delete the old one first.

Loading your Book List

Loading a list is easy, you don't have to remember file names at all. Simply select **Load a File** from the **FILE** Drop Down Menu, select the disk, and a scrolling window will be displayed. Just move the cursor down to the filename you want and press return. To avoid any confusion only list files are displayed.

Deleting a Book List

To delete a list from disk, select **Delete a File** from the **FILE** Drop Down Menu. After selecting the disk number, the names of all your lists will be displayed. Move the cursor to the name, then press return. The file will be deleted (scratched) from your disk. Note: Always keep backups of your lists. The price of disks is low, compared to your typing time.

Chapter **4**

Record Controls

Updating and changing your Book List is a never ending job. You will be adding, deleting, changing records. This is the area where Home Book Library™ does the most work for you.

Adding Records

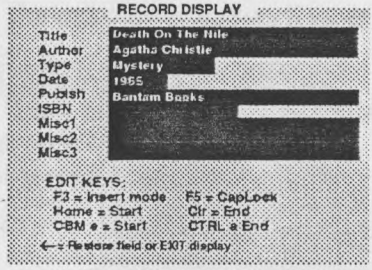
There are three ways to add records to your list.

First you can move your cursor to any existing record and press the letter **I.** This will insert a blank record. Then press the letter **Z** (Zoom). An entry window will be displayed for the new record data.

Second: press CTRL **A.** This will do the same as Insert (above) but will place you at the bottom of your list first. You can also use CTRL A when in zoom.

Third: You can import. This will add records that were exported previously. See Import/Export records (chapter 7).

Note: As the program stores all names on a list in memory, the use of abreviations (i.e. initials instead of first names) will enable you to store more records in a file.



Deleting Records

There are two ways to delete records. The first way is to position the cursor on the line displaying the record then press **D.** As a safety precaution a warning window will appear asking **are you sure?**. You can override this extra step by pressing CTRL **D.** The second way is to select all the records you want to delete (press **S** when the cursor is on the record line). Then select **Delete Selected** from the **RECORD** Drop Down Menu. This method is usually used after exporting or when you want to delete many records.

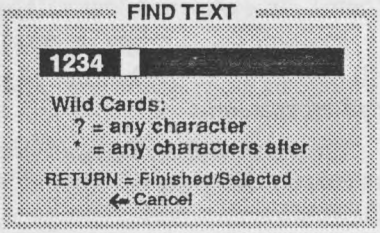
Scrolling through your Book List

The program displays 15 records at a time on the screen. Each line contains one record and the fields are displayed as columns. The cursor in this display actually highlights a complete field. Moving the cursor right or left will highlight the next or previous field. The screen cannot display all the fields at once so the fields will scroll left or right as you move the cursor. You can increase or decrease the column size for each field on your screen by putting the cursor on the column and pressing the greater than (**>**) or lesser than (**<**) keys.

To move from record to record use the cursor up or down keys. To move 15 records at a time press **N** (Next) or **P** (Previous). You can also go to the Top or Bottom by pressing **T** or **B**.

Find Text

This function allows you to find a record based on text that you type in. It will search the same field in all records for a match. You can search for an exact match or use "wild card". A search will take less than a second.

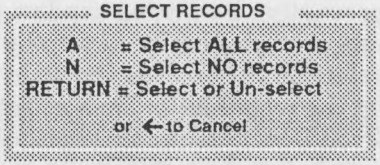


The use of "wild cards" gives you a wide variety of search options. A few examples of "Wild Card" searches:

MA* will find all records starting with *MA*
??T will find all records having a *T* in the third position.

Select Records

There may be times when you want to pick and choose records at random to print labels, export or delete. This is done by positioning your cursor on the record and pressing the letter **S**. The line will be highlighted to indicate that the record is selected. To deselect a record, reposition the cursor on the record line and press **S**. You also select **ALL** or **NONE** from the Select option in the **RECORD** Drop Down Menu.



Sorting Records

Sorting puts your list in alphabetical order. To sort, simply position your cursor to the field you want the records to be sorted by and press **A** for *Arrange*. Sorting time varies. On the Commodore 64 it will take about 30 seconds to sort 300 records on the first field. If most of your records are in order and you have just added a few, it will take just a few seconds to re-sort.

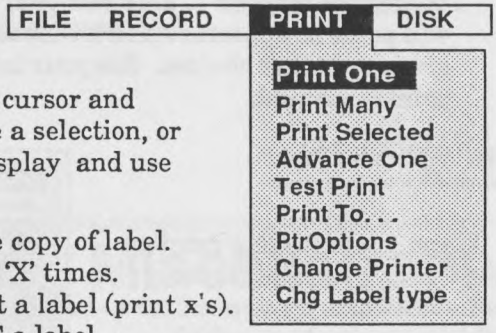
Chapter 5

Printing Records

Printing Controls

Print Menu

The following shows the display for the print drop menu .



You can move the cursor and press **RETURN** to make a selection, or return to the Record display and use the quick key codes .

- ⌘ P - PRINT one copy of label.
- ⌘ X - Print label 'X' times.
- ⌘ T - TEST print a label (print x's).
- ⌘ A - ADVANCE a label.

Note: to print your entire list, go to the record menu: choose SELECT, then choose ALL and press return. This will select all the records. Now choose Print Selected from the print menu.

Stopping / Restarting Printer

While your printer is printing, you can pause (stop printing temporarily) by pressing the space bar once. To restart press the space bar again. To stop and NOT restart (abort) press the back arrow key.

Printing 'X' Number of Times

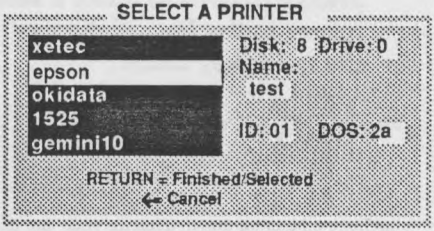
Sometimes you want to print more than one label for a particular record, this command allows just that. Press ⌘ X and enter the number of labels needed.

Printer Options

From the options menu, you can:

1. Set your printer to send a LINEFEED after each RETURN (your printer may be set for this).
2. Set an Offset. This is needed to print labels on printers which have a fixed position tractor feed..
3. True ASCII. Hardware interfaces for non-Commodore printers restrict some codes. This option allows you to place your interface in transparent mode and not be restricted.
4. Secondary Address. The program will send a secondary address of number 7. This sets your interface or printer so it will print in uppercase and lowercase characters. This option gives you other choices. See your interface or Commodore printer manual.

Change Printer



If you are embeding printer codes within your label layout (see Label Maker), you need to let this program know which printer you have. 'Select Printer' loads a sequential text file that contains these descriptions and codes.

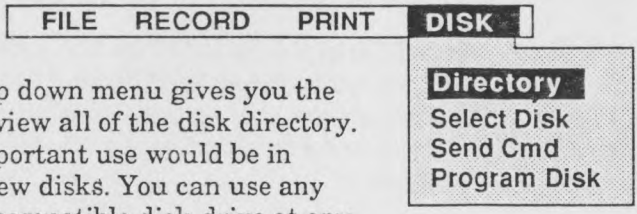
Changing Label Types

The standard label type is always available with the program. If other label types are needed they must first be loaded from disk. There are many designs on the program disk or you can create your own with our Label Maker program.

To change label types, select **"Change Label Type"** from the **PRINT** Drop Down Menu. Put the program disk (or disk with your designs) into the drive, then press **D** (load from disk). A scrolling window will be displayed, select the label type you want and press **RETURN.**

Chapter 6

Disk Control



The disk drop down menu gives you the capibility to view all of the disk directory. The most important use would be in formatting new disks. You can use any Commodore compatible disk drive at any unit address from 8 to 11.

Chapter 7

Miscellaneous

Import/Export

Importing and exporting records may seem complicated but it really is not. This gives you the capability to transfer the records of your choice from one Book List to another. For example, if your list becomes too large this is a way of dividing it.

When you export records, you are actually copying selected records to a disk file. When you Import, you are reading the disk file and adding these records to the Book List currently in memory.

To export, use the select function to select the records you want to export. Then, choose **Export Records** from the **FILE** Drop Down Menu. After selecting the disk drive, enter a name for the file and press Return. When exporting is finished, the Drop Down Menu will return to the screen.

Creating your own label designs

As discussed in the chapter on printing, you can load from disk label designs other than the "standard" label provided by the program. These other label "designs" are included on the program disk. In addition, if you have our Label Maker program Version 2.0 or 2.1 you can change any of the designs on the program disk, or create your own.

To create new Label Designs with Label Maker, select "Design Your Own" from the main menu. Select NEW from the Drop Down Menu and enter the new size, number across and other specifications. Most importantly, enter a name for this New Label. This name will be displayed as a Label Type.

Once the label size is set, you will be returned to the label screen. Now press C= G. This is the merge option. You can make changes, then exit by pressing the Back Arrow (or ESC) Key.

Now you can design the label contents. See the Label Maker manual for details. Fill field numbers 1 through 9 correspond to the Home Book Library fields. Example: Field 1 = Book Title, Field 2 = Author, etc. When your design is finished, save it on your backup program disk or a separate disk if you wish. The program will display your new design as one of the label choices.

This program runs on any Commodore® C64, 64C, or C128, 128D in 64 mode and 128 mode in either 40 or 80 columns. It can also be used with a floppy drive (any Commodore or compatible and up to four units) or hard disk and is compatable with color or monochrome monitors. Not copy protected.

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SOFTWARE REGISTRATION CARD

Technical support is not available to you unless your card is on file

Name _____

Address _____

City _____

State _____ Zip _____

Name of Program _____

Version No. (if provided) _____

Hardware: ❑ IBM ❑ Apple ❑ C-64 ❑ C128 ❑ Other

Date Purchased _____

Where Purchased: _____

Your Occupation/Profession: _____ _____

How did you hear about this product?

❑ Magazine Ad (specify)

❑ Magazine Review (specify)

❑ Friend ❑ Store ❑ Mailing ❑ Other

❑ **Please send me a catalog of your products.**

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